



Board of Public Works – Division Report – March 2020
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Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	3726
Number of Bulk Collections	227

Division Recaps:

Administration current month:

- PAYT reporting and debt collection is continuing, Communications and press releases, social media, website maintenance and enhancements, managing Street Light repair requests and Shopping Cart ordinance compliance.
- Outreach to Reduce & Reuse trash and use of Recycle Coach app. Currently there are 3606 users of the app.
- Pursued 5 abandoned shopping carts, resulted in zero fines.
- Welcome packets have been going out Monthly including recycle magnets or any events we have scheduled.
- Assisting with Solid Waste Illegal Bulk letters and fines. We have received 91 complaints in February that resulted in 4 fines.
- Sports Equipment collection which started March 1st has been suspended due to COVID-19.
- The Outdoor classroom project is suspended until the fall due to the schools being closed due to COVID -19. All locations have been picked out with the principals.
- PW Seamless docs Admin forms already on our website allowed for successful turn over when City Hall closed to the public due to COVID-19.
- Lindsey Rivers and Jason Morrocco were invited to 5 schools to read a story about a snow plow. After we read to the class they were able to come out and sit in the plow truck.

Administration next month activities:

- Enforcement of Illegal Bulk, Street light repair requests, welcome letters, PAYT debt collections, monitor illegal dumping areas. Continue outreach to increase to Reduce and Reuse and the use of Recycle Coach app due to being closed to the public.
- Continue working on web site & Facebook, Instagram and Twitter page to enhance presence and help with the huge load of phone calls. Everything is on our website and social media for residents to fill out or have their questions answered.
- Yard Waste renewing for the 2020 season we have renewed over 2500 so far with our digital application. Season starts April 6th along with leaf collection.
- All activities that we had planned for April have been canceled or postponed due to COVID-19.
- Working with Dave Oakes on Solar for All.
- Poster contest has been suspended until Fall due to COVID-19.

Administration staff or concerns: OT \$91.35

Engineering Division current month activities:

- Community Connectivity Grant – (sidewalks, Mem Blvd bike path & ADA ramp) DOT submittal and online posting.
- Construction for drainage improvements Lexington Ave Phase II – restoration ongoing.
- Installation of storm drainage in preparation of spring 2020 major roadway maintenance.
- Pine Lake preliminary design of sed chamber
- Parking lot design for Parks (Pine Lake Adventure Park)
- Map areas of sidewalk replacement per grant funds.
- Spring paving list finalized.
- RFP for signal timing & road diet Riverside Ave bids.
- MS4 report posted and submitted.
- Huntington Woods survey request.
- Misc Storm Drainage contract awarded to Tabacco with Laviero as second.
- Louisiana Bridge award to Schultz.
- Additional drainage work orders.

Engineering Division next month activities:

- Eversource gas main installation coordination for new mains and replacements – winter work.
- Training at Tilcon. Cancelled
- Riverside Ave road diet construction to start(Laviero).
- COVID schedules.
- Signal timing interviews
- Permanent patch contract.
- Coordination meetings DOT/Eversource/Verizon/Water/City Departments Rte 72 & downtown area.
- School Street retaining wall drainage and restoration of parking/temp sidewalk.
- Sediment removal plans Frederick St bridge/Pequabuck culvert/floodway.
- Storm drainage school project – Northeast School.
- Work on paving list for fall.
- Drainage work for spring & fall paving lists.
- School Street retaining wall – complete associated restoration in spring.
- Replace (cmp) storm drainage in Brightwood Rd.
- Work orders for ADA ramps at roads on paving list.
- Brook Street retaining wall replacement- review contract/bid (spring construction.)
- Coppermine Brook re-alignment construction Final restoration in spring.
- Huntington Woods detention pond storm drain replacement design.
- Collins Rd design for drainage improvements.
- LotCIP applications for Wolcott St and Downs St.
- Milling & paving rescheduled for May.

Engineering Division staff or concerns:

Vacancy – Assistant City Engineer (Excavation inspector retirement 3/31/20)
Monthly overtime \$796.28 (796.28-CBYD(4))

Land Use current month activities:

• ***Zoning Commission***

The Commission made the following decisions:

Proposed amendments to the Zoning Regulations to modify the definition of shopping centers by decreasing the 25,000 sq. ft. of gross building floor area to: (Option #3): 10,000 sq. ft. of gross building floor area (Section II.B.); APPROVED.

Special Permit and Site Plan for hotel and conference center at 42, 90, 112 & 150 Century Dr. – APPROVED.

• ***Planning Commission***

The Commission did not meet.

• ***Zoning Board of Appeals***

The Board made the following decisions:

Variances of 1) finished grades for parking in excess of three percent; 2) building fenestration; 3) off-street parking requirements at west of North Main Street and south of Terryville Avenue (Route 6). APPROVED.

Variance of maximum building height at 42, 90, 112 & 150 Century Drive – APPROVED.

Variances of 1) minimum front yard for an accessory structure; 2) maximum building height for an accessory structure at 397 Wolcott Road – APPROVED.

Appeal of the Zoning Enforcement Officer's (ZEO) November 12, 2019 decision at 312 Old Wolcott Road – APPEAL DENIED.

Variances of 1) minimum lot area of two acres for a horse; 2) 75 foot setback for any barn, shelter or other building used for housing a horse or for the storage of supplies or waste material at 312 Old Wolcott Road – PUBLIC HEARING CONTINUED TO APRIL 7, 2020.

• ***Historic District Commission***

The Commission did not meet.

• ***Inland Wetlands & Watercourses Commission***

Boundary Change Application to have appropriate boundary designation in development of site plan; 112 Century Drive and 150 Century Drive – APPROVED WITH STIPULATIONS.

Wetland Application to construct parking area and related drainage structures adjacent to expansion of hotel and conference center; 42, 90, 112 and 150 Century Drive – APPROVED WITH STIPULATIONS.

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Wetland Application to complete maintenance to an existing gravel/bituminous haul road and continue maintenance throughout earth removal process; 315 Shrub Road – APPROVED WITH STIPULATIONS.

Wetlands Application to construct freeform in-ground pool 20 ft. by 38 ft.; 16 Great Pyrenees Way – APPLICATION CONTINUED TO APRIL 1, 2020.

Floodplain Application to pave existing broken bituminous driveway and parking area; 137 School Street – APPROVED WITH STIPULATIONS.

Land Use staff or concerns:

- Monthly overtime costs (Board Secretaries at meetings)
February: \$263.91

Building Maintenance current month activities:

- Continue to work with Silver-Petrucelli and Bristol Fire Department staff in regard to developing a mechanical upgrade bid design and documents for site upgrade improvements, pre-bid meeting currently on hold due to COVID-19 concerns with outside vendors entering Fire Headquarters
- Staff painted Public Works offices at City Hall, ceiling tiles will also be replaced in conjunction with painting operations (currently on hold)
- Shaffer Company replaced mud drum on a boiler at Bristol Police Complex
- Building Maintenance staff completed CJIS training with Bristol Police Communications, as required by State law
- AB-MEE completed work and installed new electrical feed lines to the chillers at the Beals Center
- Worked with Purchasing Department to generate RFP for Police Complex mechanical improvements, bid for emergency lighting system upgrades and 51 High Street flat roof replacement bid documents
- ELC completed site wide LED lighting upgrade project at the Main Street Library
- Air Temp repaired unit ventilator in BECC at Beals Center on off-hours to eliminate any interference with daily operations
- Coordinated with Parks Department in regard to new lease agreement with Bristol Hospital at 51 High, and the movement of City staff to the 2nd floor at the facility
- American Plant Maintenance completed steam trap repairs/replacement at City Hall and Police Complex on 3/23 and 3/24
- Conducted pre-bid meeting for Fire House #2 roof replacement on 3/18 with Purchasing Agent Rousseau and Fire Department staff
- Groundskeeper/Technician clear cut a heavy area of overgrowth behind Fire House #2, which previously was causing the potential for electrical utility disruption on the incoming service line

Building Maintenance next month activities:

- Continue coordination with Library staff and the State of CT Historic Preservation Officers to facilitate plaster wall abatement and repairs in the historic section of 5 Main Street (seeking to obtain potential grant funding to complete the project)
- John Moderacki to replace 6 metal halide high bay light fixtures at the Transfer Station Quonset hut with LED fixtures (completed 4/4/20)

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- Conduct interviews with Human Resources to fill Custodian vacancy on 2nd shift
- Provide scanned utility billing data to American Utility Consultants to complete electrical and natural gas billing audit of City, Water Department and Board of Education facilities, street lighting and other miscellaneous City accounts
- Spring landscaping initiation including clean-up, flower bed preparation, mulching, lawn preparation and associated activities
- Staff to coordinate with CT GreenBank and PosiGen on a community energy campaign, Solar For All, an initiative offered through the SustainableCT program
- Submit Spring application for SustainableCT to gain guidance and insight for the Fall application in the continuation of achieving Silver Level certification
- Provide access and direction to ServPro and Accurate for supplemental cleaning/disinfection activities at City Buildings in regard to COVID-19

Building Maintenance Staff or concerns:

- Anticipate elevated levels of Vacation/Miscellaneous/Sick time off during April 2020 due to COVID-19 concerns
- 2nd Shift Custodial vacancy (Tuesday – Saturday work schedule)
- Staffing shortage overtime eliminated to compensate for the 2nd shift Custodian position
- Maintaining adequate staff levels during the possibility of self-quarantining and if staff do become ill due to COVID-19

Building Maintenance OT Costs:

OT \$9,175.10: Staffing coverage for after-hour maintenance issues, COVID-19 staffing quarantine coverage, daily 4 hour fill-in coverage for vacancy in Custodian position, DPW office painting, BPD south entrance flooring and sheetrock repairs.

Streets current month activities:

- Started Bi-Weekly work weeks due to COVID-19
- Continued with roadside maintenance of City properties, including litter and yard sign removal. This work will be on going throughout the seasons
- Serviced trees, including pruning, removals, and testing
 - Take downs on Stewart Street (2) and Grove St
 - Posted trees for Depot Square parking lot/walkway
 - Stump grinding
- Continuing small road repair
- Curb repair
- Loam
- Patched Potholes
- Street Sweeping
- Made 20 new sets of barricades
- Storm Drainage
 - Completed Basin Repairs on Apple Rd(2) and Perry Rd
- Sign Shop
 - Installing new poles and signage
 - Created 60 COVID-19 signs for Park Department
- Winter Operations
 - Plowing, treating roadways (March 23rd storm)
 - Washing equipment after storms

- Mailbox Repairs
- Depot Square Parking Lot
 - Installed storm drainage lines as well as 4 catch basins

Streets next month activities:

- Continue with roadside maintenance
 - Street Sweeping
 - Potholes
 - Curb repair
 - Loam
 - Driveway aprons
 - Catch basin repair
- Winter Operations
 - Service Requests
 - Curbing
 - Mailboxes
- Continue addressing street road name signage replacement
 - Installing new poles and or signage
 - Look into printing other road signage of other Departments
- Maintenance of city properties
 - Litter clean up
 - Lawn Maintenance
 - Bridge clean ups
- Continue tree take downs, trimming and stump grinding
- Continue work on Depot Square parking lot
- Continue to address seasonal maintenance activities, including preparation of seasonal operation equipment
- Assist other public work programs and departments as required

Streets staff or concerns:

Street Division is currently addressing service requests from the general public with our maintenance programs. We have been managing these requests throughout designated areas.

Monthly overtime cost \$4,696.14 for call ins, and emergency responses and Winter Operations.

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 91 letters and pick up 9 illegal bulk stops.
- The bulk crew picked up 227 scheduled bulk stops, working Tuesday-Thursday.
- Continued on-site yard waste management activities at the Transfer Station and delivery of yard waste barrels to new customers. We had 1,013 new and renewed customers for the month of March.
- There are currently 1,824 active yard waste residents.
- Continued collection of reusable items for the Trash to Treasure program at the Transfer Station.
- Went through all spare solid waste trucks, getting them ready for the spring leaf collection and the start of the yard waste season.

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- Received delivery of 50 rubbish, 50 recycling and 100 yard waste barrels.
- Start assembling new barrels.
- Finished cutting the overgrown brush/trees located near the Lake Compounce and Covanta entrances at the transfer station.
- Adjusted work schedule do to the COVID-19 virus.

Solid Waste next month activities

- Continue illegal bulk inspection and enforcement activities.
- Monitor manufacture and transportation process for additional rubbish, recycling and yard waste containers.
- Continue on-site yard waste management activities at Transfer Station and delivery of yard waste barrels to new customers.
- Continue the collection of reusable items for our Trash to Treasure program.
- Have new LED lighting installed in the Transfer Station Quonset Hut.
- Begin curbside Yard Waste collection starting April 6th.
- Begin curbside Spring Leaf collection starting April 6th.
- Assist the Parks Department with rubbish collection.
- Continue adjusted work schedule do to the COVID-19 virus.

Solid Waste staff or concerns:

- Manage Solid Waste Division staffing levels.
- There is currently a solid waste laborer job opening.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.
- Currently have 2 Solid Waste laborer positions open.

<u>OT Costs/Revenue Generated:</u>	
SW OT / TS OT =	\$464.91 /\$4,422.26
TS Revenue (PAYT) =	\$20,732.75
Residential Permits =	\$2,200.00
Commercial Permits =	\$100.00
Yard Waste Revenue =	\$93,780.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$2,465.00
Aluminum Liberty Rec =	\$533.00
Batteries Liberty Rec =	\$0.00
Electronics Take Two =	\$0.00
Compost Sale =	\$0.00
Bulk 2 nd Pickup Revenue =	\$850.00
Clothing Box =	\$25.00
Misc. Revenue =	\$105.00
Border Street =	\$0.00
Illegal Bulk Fines =	\$196.48
Simple Recycling =	\$24.50

Fleet Maintenance current month activities:

- Repaired our Street Div. roadside tractors hydraulic tank (C8). Tank was warranted by manufacturer. We removed the cracked one and installed the new one on site.
- Repaired our other Street Div. roadside tractors failed radiator (C16). Replacing it with a new improved one. Total cost of parts was \$864.43. Scheduled to return to service 4/3/2020.
- Street Div. 2006 GMC flatbed truck (GS3) received some front end work as well as a new water pump. Cost of parts was \$1102.49.
- Solid Waste Div. automated truck (R27) was sent out for some warranted work to be done. Braided airline and engine oil testing.
- Street Div. (S5) Chevrolet pickup was up fitted with a traffic advisory light bar. Cost of \$1,284.20.
- Street Div. (GS26) 10 wheeled dump truck was diagnosed with a faulty body and can no longer remain in service. Truck was totaled then repaired to be put back in service. Recommend that it be replaced instead of repaired again.
- Monthly maintenance still continued for Police fleet.
- Serviced Streets Divisions sweepers. (C7) (C34) (C36).
- Repairs being done to E7 2006 Ford Escape from Engineering Div. Front differential, tie rod ends and stabilizer bar at a cost of \$1500. Scheduled return date is 4/6/2020.

Fleet Maintenance next month's activities:

- Street Div. paving equipment scheduled to be examined and serviced.
- Continue scheduled service of our Fleet vehicles.
- Continue scheduled service to Police vehicles.
- Repair to one of our front end loader plow frames. Cost of \$540.
- Street Div. (S11) 10 wheeled dump truck to receive a new DEF filter and housing. Truck was diagnosed with a faulty body and will need to be replaced.

Fleet Maintenance staff or concerns:

- Because of the COVID-19 outbreak, we have to reschedule our repair work on the bucket trucks Gs24 and S24. We also have to reschedule our A/B UST operator training class.
- Rick Centoni has been replaced by mechanic John Taylor as our new Parts Coordinator.
- Currently have a positions open for a Mechanic as well as a Mechanics Helper.
- Overtime expenditures and totals \$1,300.55 (Holiday, Dispatch and Mechanic).